

CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS

<u>PROJECT MANAGER</u>			
Department:	Public Works	Sub-Department:	Administration
Reports To:	PW Director/Engineer	Backed Up By:	As Assigned
Supervises:	None	Backs Up:	As Assigned
Pay Range:	18	Classification:	Regular Full-Time
FLSA Status:	Non-Exempt	Updated:	04/08/, 09/12

GENERAL FUNCTIONS

Under the supervision of the Public Works Director/Engineer, plans and coordinates large capital improvement projects being designed and inspected by consultants. Plans, designs and inspects small capital improvement projects using in-house personnel. Reviews plans, specifications and estimates prepared by consultants for larger projects. Prepares plans, specifications and estimates for smaller projects. Prepares reports, writes policy and regulations, and acts as liaison with contractors and consultants.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Plans and manages municipal capital projects in conjunction with other departments. Prepares plans/drawings, specifications, and technical data for proposals, bids, and construction projects as directed by the Public Works Director/Engineer.
2. Acts as a liaison with consultants, agencies, contractors and the public regarding design, construction and development issues.
3. Manages the work of consultants, manages design contracts, reviews work product, and coordinates approval by local state and federal agencies.
4. Performs construction inspection on projects, reviews pay estimates and change orders, monitors budgets, and makes recommendation to the Public Works Director/Engineer.
5. Prepares Requests-for-Proposals for consulting services and related project specifications and bid documents, participates in the selection process and monitors and evaluates consultant's project performance.
6. Prepares bid packets, performs construction inspection, testing and oversight of adherence to specifications upon project completion.
7. Works closely with Public Works personnel and other department employees to accomplish major maintenance and capital improvement projects.

8. Reviews and processes design consultant and construction contractor pay requests; coordinates payment with the Finance Department, prepares progress/status reports for grant/loan reporting.
9. Performs other duties as directed by the Public Works Director/Engineer.

KNOWLEDGE, SKILLS, AND ABILITIES

Bachelor's degree in construction management; civil, mechanical or electrical engineering or related field and/or five years extensive experience in engineering, project management or in supervision of one or more of the building trades. Professional engineering license desired. Knowledge of inspection techniques and practices. Working knowledge of computer and software relevant to job duties. Requires the ability to: analyze complex situations, problems and data, use sound judgment in drawing conclusions and making decisions; comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly; to communicate effectively orally and in writing and to follow verbal and written instructions; to establish and maintain effective working relationships with city employees, contractors and the general public and to handle stressful situations and effectively deal with difficult or angry people. Must possess a valid Driver's License.

DECISION MAKING RESPONSIBILITIES/AUTHORITY

Work is performed under specific supervision of the Public Works Director/Engineer. Must be able to use independent judgment. Activities are a major source of potential liability to the City. Develops procedures for projects at department level. Minor budget authority department level.

SUPERVISORY AUTHORITY

No supervisor responsibilities for other City staff; but must work closely with the Public Works Director/Engineer, Engineering Technician, Superintendent and administrative staff.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with the public, key service personnel, government officials and key city personnel. Moderate frequency of attendance at public meetings, bid openings and construction conferences.

WORKING CONDITIONS

Work is performed in an office and field setting. Overtime may be required. Must be able to operate a motor vehicle. Considerable outdoor work is required during inspections and other matters. High frequency of exposure to hazardous weather conditions and moderate frequency of exposure to hazardous working conditions.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

Supervisor Signature

Date

HR Director Signature

Date

City Manager Signature

Date